



# Ambalika Institute of Management and Technology

## Mohanlalganj, Lucknow

### Maintenance Policy

#### 1. Introduction

The Maintenance Policy of Ambalika Institute of Management and Technology is established to ensure the efficient and effective management of infrastructure, facilities, and equipment within the college premises. This policy aims to provide a safe, clean, and well-maintained environment that supports the teaching, learning, research, and administrative activities of the college community.

#### 2. Objectives

The objectives of the Maintenance Policy are as follows:

- 2.1. Ensure the safety, functionality, and reliability of college infrastructure, facilities, and equipment.
- 2.2. Implement a proactive approach to maintenance, emphasizing preventive and predictive maintenance practices.
- 2.3. Optimize the utilization of resources and minimize downtime through efficient maintenance planning and scheduling.
- 2.4. Provide a conducive environment for teaching, learning, and research activities.
- 2.5. Ensure compliance with relevant health, safety, and environmental regulations.

#### 3. Responsibilities

3.1. Maintenance Department: The college shall establish a dedicated maintenance department responsible for overseeing the planning, execution, and supervision of maintenance activities. The department shall comprise qualified staff with expertise in various maintenance disciplines.

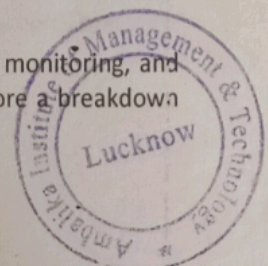
3.2. Facility Managers: Each department or building within the college may have designated facility managers responsible for coordinating maintenance-related activities and acting as points of contact for maintenance issues.

3.3. College Administration: The college administration shall provide necessary support, resources, and budgetary allocations for the implementation of the maintenance policy.

#### 4. Types of Maintenance

4.1. Preventive Maintenance: Planned maintenance activities carried out to prevent equipment failures, optimize performance, and extend the operational lifespan of infrastructure, facilities, and equipment. This may include regular inspections, cleaning, lubrication, calibration, and component replacements based on manufacturers' recommendations or industry best practices.

4.2. Predictive Maintenance: Maintenance activities based on data analysis, condition monitoring, and predictive techniques to anticipate equipment failures and schedule maintenance before breakdown.





occurs. This may involve the use of advanced technologies, such as sensors, data analytics, and predictive modeling.

4.3. **Corrective Maintenance:** Unscheduled maintenance activities carried out in response to equipment failures, malfunctions, or reported issues. The maintenance department shall prioritize and address corrective maintenance requests promptly to minimize disruptions to college operations.

4.4. **Planned Shutdowns:** The maintenance department may schedule planned shutdowns or maintenance periods during college breaks or low-activity periods to perform major repairs, upgrades, or maintenance tasks that require extended downtime.

## 5. Maintenance Planning and Execution

5.1. **Maintenance Planning:** The maintenance department shall develop a comprehensive maintenance plan, outlining the scope, frequency, and resources required for different types of maintenance activities. The plan shall consider the criticality of infrastructure, facilities, and equipment, as well as their expected operational lifespan.

5.2. **Work Orders:** Maintenance activities shall be initiated through work orders, which provide detailed information about the maintenance task, priority, location, resources needed, and expected completion timeframe. The work orders shall be logged, tracked, and prioritized by the maintenance department.

5.3. **Resource Allocation:** The maintenance department shall allocate resources, including personnel, tools, equipment, and materials, based on the maintenance plan and work order priorities. Proper resource management shall ensure the efficient execution of maintenance tasks.

5.4. **Documentation and Record-Keeping:** The maintenance department shall maintain comprehensive records of maintenance activities, including work orders, maintenance schedules, inspections, repairs, and equipment histories. These records shall serve as references for future maintenance planning, analysis, and decision-making.

## 6. Vendor Management

6.1. **External Service Providers:** In cases where specialized expertise or resources are required, the college may engage external service providers or contractors for maintenance services. The selection and engagement of external vendors shall follow a transparent and competitive process, ensuring compliance with relevant policies, guidelines, and legal requirements.

6.2. **Service Level Agreements:** The college shall establish service level agreements with external vendors, clearly defining the scope of work, performance expectations, response times, quality standards, and financial arrangements. Regular monitoring and evaluation of vendor performance shall be conducted to ensure adherence to the agreed-upon terms.

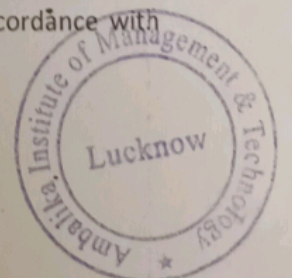
## 7. Health, Safety, and Environmental Considerations

7.1. **Compliance with Regulations:** The maintenance department shall comply with all applicable health, safety, and environmental regulations, ensuring that maintenance activities are carried out in a manner that safeguards the well-being of college occupants and minimizes adverse impacts on the environment.

7.2. **Safety Training:** Maintenance staff and external contractors shall receive appropriate safety training and be equipped with necessary personal protective equipment (PPE) to mitigate potential risks associated with maintenance tasks.

7.3. **Hazardous Materials Management:** Proper storage, handling, and disposal of hazardous materials, including chemicals, solvents, lubricants, and electronic waste, shall be practiced in accordance with relevant regulations and industry best practices.

## 8. Continuous Improvement and Evaluation





8.1. Performance Evaluation: The maintenance department shall periodically evaluate the effectiveness of maintenance activities, considering key performance indicators (KPIs) such as equipment uptime, response times, maintenance costs, and user satisfaction. The evaluation results shall be used to identify areas for improvement and implement corrective measures.

8.2. Feedback Mechanism: The college shall establish a feedback mechanism, allowing faculty, staff, students, and other stakeholders to report maintenance-related issues, provide suggestions, and offer feedback on the quality of maintenance services.

8.3. Review and Update: The maintenance policy shall be reviewed periodically to ensure its relevance, effectiveness, and alignment with evolving needs, technological advancements, and best practices in maintenance management.

#### 9. Conclusion

The Maintenance Policy of Ambalika Institute of Management and Technology outlines the principles, responsibilities, and procedures for the effective management of infrastructure, facilities, and equipment within the college premises. By prioritizing preventive and predictive maintenance practices, we aim to provide a safe, reliable, and conducive environment for the college community.

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